



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1900.1
C 011/k
15 Dec 92

MARINE CORPS BASE ORDER 1900.1

From: Commanding General
To: Distribution List

Subj: RESIGNATION, RETIREMENT, AND TRANSFER TO THE FLEET MARINE
CORPS RESERVE (FMCR) OF ACTIVE DUTY MARINES

Ref: (a) **MCO P1900.16D**
(b) **MCO P1080.35H**
(c) **MCO P1050.3G**

Encl: (1) Marines Approved for Retirement/Transfer to the FMCR

1. Purpose. To publish procedures for Marines requesting resignation, retirement, or transfer to the Fleet Marine Corps Reserve (FMCR).

2. Cancellation. MCCDCO 1900.1A.

3. Summary of Revision

a. The requirement for officers to submit a notification letter, when requesting resignation or retirement, to the Commanding General (C 01) has been deleted.

b. The report format for approved retirements, resignations, and transfers to the FMCR has been modified to make use of available automation. The most significant change is the deletion of column six, separation leave dates. Refer to paragraph 4d.

4. Information

a. Officers and enlisted Marines not requiring a waiver of criteria as contained in reference (a), will submit their request via the unit diary per instructions contained in reference (b). Requests submitted that are not within the normal submission time-frame or require waivers of criteria contained in reference (a) will be forwarded via this Headquarters (C 011) to the Commandant of the Marine Corps (CMC) (MMSR) for approval.

b. The enclosure serves as a planning document for personnel replacements. It is created from data entered into the Manpower Management System by the reporting unit. The names of officers and enlisted personnel will appear on the report approximately 14 days after the retirement request has been entered on the unit diary.

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c. Approval of separation leave is at the discretion of the organizational commander. Separation leave is discussed in detail in paragraph 2025 of reference (c). Commanders are advised that replacement personnel are considered for assignment based on the actual date of separation vice the date of commencement of separation leave.

d. Recommendations for awards for Marines who retire, transfer to the FMCR, or resign should be submitted 120 days prior to the effective date to allow for administrative processing.

5. Action

a. Oraanizational Commanders


(1) Ensure that unit diary entries requesting resignation, retirement, or transfer to the FMCR are reported in a timely manner and are in strict compliance with references (a) and (b).

(2) Upon receipt, carefully review the enclosure, update if required and return to the CG MCCDC (C 011).

b. Military Personnel Officer

(1) On a monthly basis publish the enclosure identifying all personnel pending retirement or transfer to the FMCR.

(2) Prepare and issue basic orders for resignation/retirement/transfer to the FMCR upon approval from the CMC.


T. C. TAYLOR
By direction

DISTRIBUTION: A

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MARINES APPROVED FOR RETIREMENT/TRANSFER TO THE FMCR

<u>GRADE</u>	<u>NAME</u>	<u>INIT</u>	RELEASE/ RETIREMENT <u>DATE</u>	<u>ORGANIZATION</u>	<u>DCTB</u>
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ENCLOSURE (1)